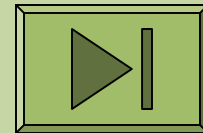


CREATING A CORE DOCUMENT

**CORE DOCUMENT IS THE SAME AS POSITION
DESCRIPTION (PD)**




CDWriter 3.1

CDWriter Logon Screen:

Enter your name and password. Use **MANAGER** for both **USERNAME** and **PASSWORD** if you have not registered as a user. Press the <F1> key if you need more information.

Press <F1> for Help

USER NAME:	<input type="text"/>
PASSWORD:	<input type="password"/>

	Developed for use by Department of Defense Not for general distribution Version 3.1
---	--

TYPE IN THE USER NAME: **MANAGER**

TYPE IN THE PASSWORD: **MANAGER**



Primary Occupation:

Use <ENTER> to select the desired occupation. The occupation must be highlighted to be selected. You may search by number (for series) or alphabet (for title). Press <F1> for additional help.

Search for:

Occupations to select from:

Series	Title
189C	Recreation Aid (Lifeguard) GS-189-04 (SCPD)
203EB	Personnel Clerk (Employee Benefits)
203ED	Personnel Clerk/Assistant (Employee Development)
203ER	Personnel Clerk/Assistant (Empl Relations)
203ST	Personnel Clerk/Assistant (Staffing)
203CL	Personnel Clerk/Assistant (Classification)
203PA	Personnel Actions Clerk
204	Military Personnel Clerk/Technician
205	Military Personnel Specialist
303A	Clerk, GS-01 (SCPD)
303B	Clerk, GS-02 (SCPD)
303C	Clerk, GS-03 (SCPD)
305	Mail and File Clerk
318A	Secretary - Small/Medium Off.
318B	Secretary - Medium/Large Off.
318C	Secretary-Large, Complex Org
319A	Closed Microphone Reporter (OA) GS-319-8 (SCPD)
322	Clerk-Typist
326	Office Automation

SELECT
SERIES AND
HIT THE
ENTER KEY

THIS WINDOW DISPLAYS DETAILED INFORMATION ABOUT THE SELECTED SERIES

PLEASE CONFIRM THE FOLLOWING WORK SITUATION: **Occupational Menu: 318B**

Occupation: Secretary - Medium/Large Off., GS-0318

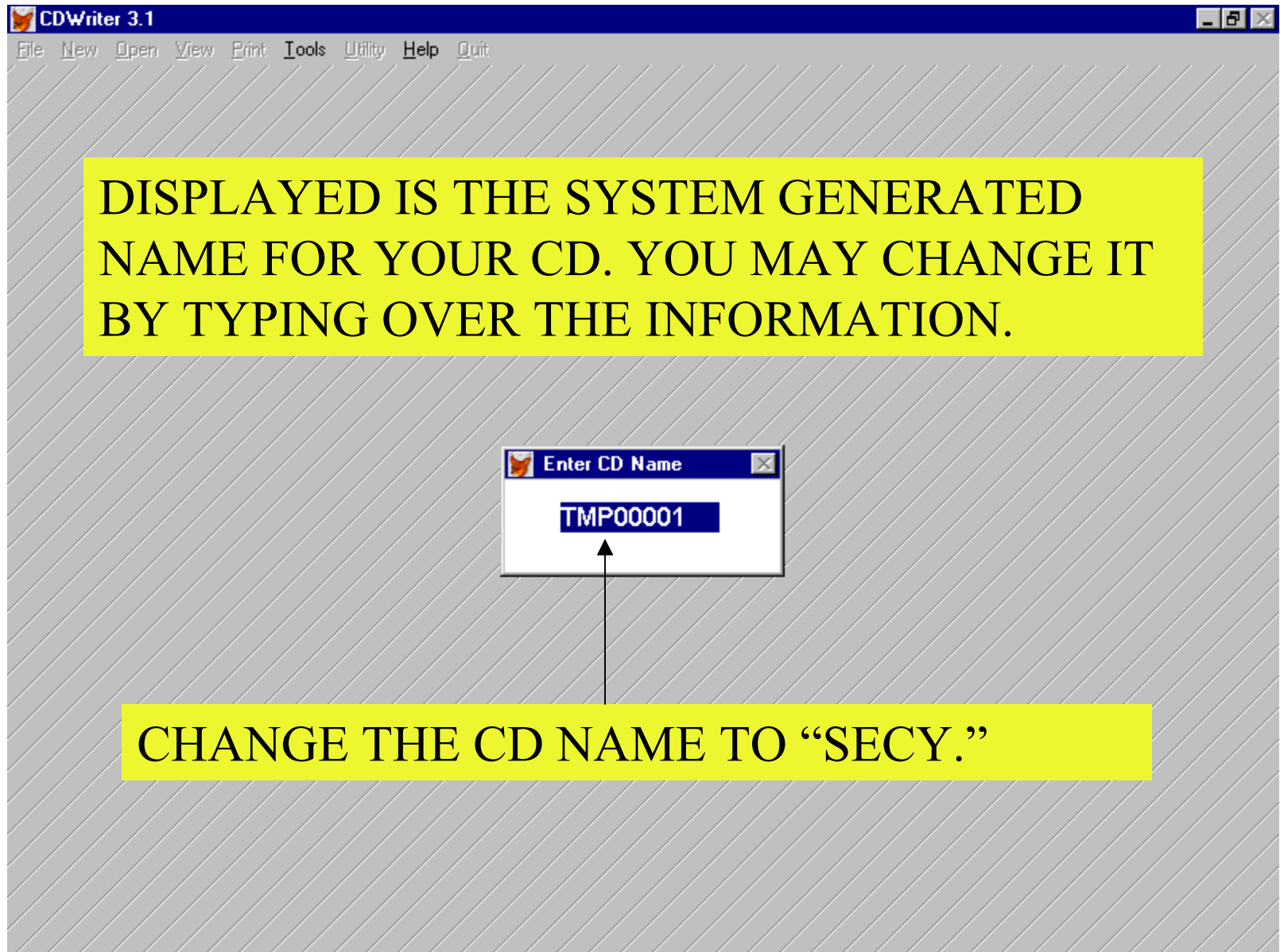
WORK SITUATION B: The work described covers secretarial positions in the Department of Defense located in organizations of AVERAGE complexity. The organization may be divided into subordinate segments which in turn may be further subdivided. The supervisor directs the staff through intermediate supervisors. The subordinate groups differ in such aspects as subject matter, functions, relationships with other organizations, and administrative demands in such ways as to place significant demands on the secretary position.

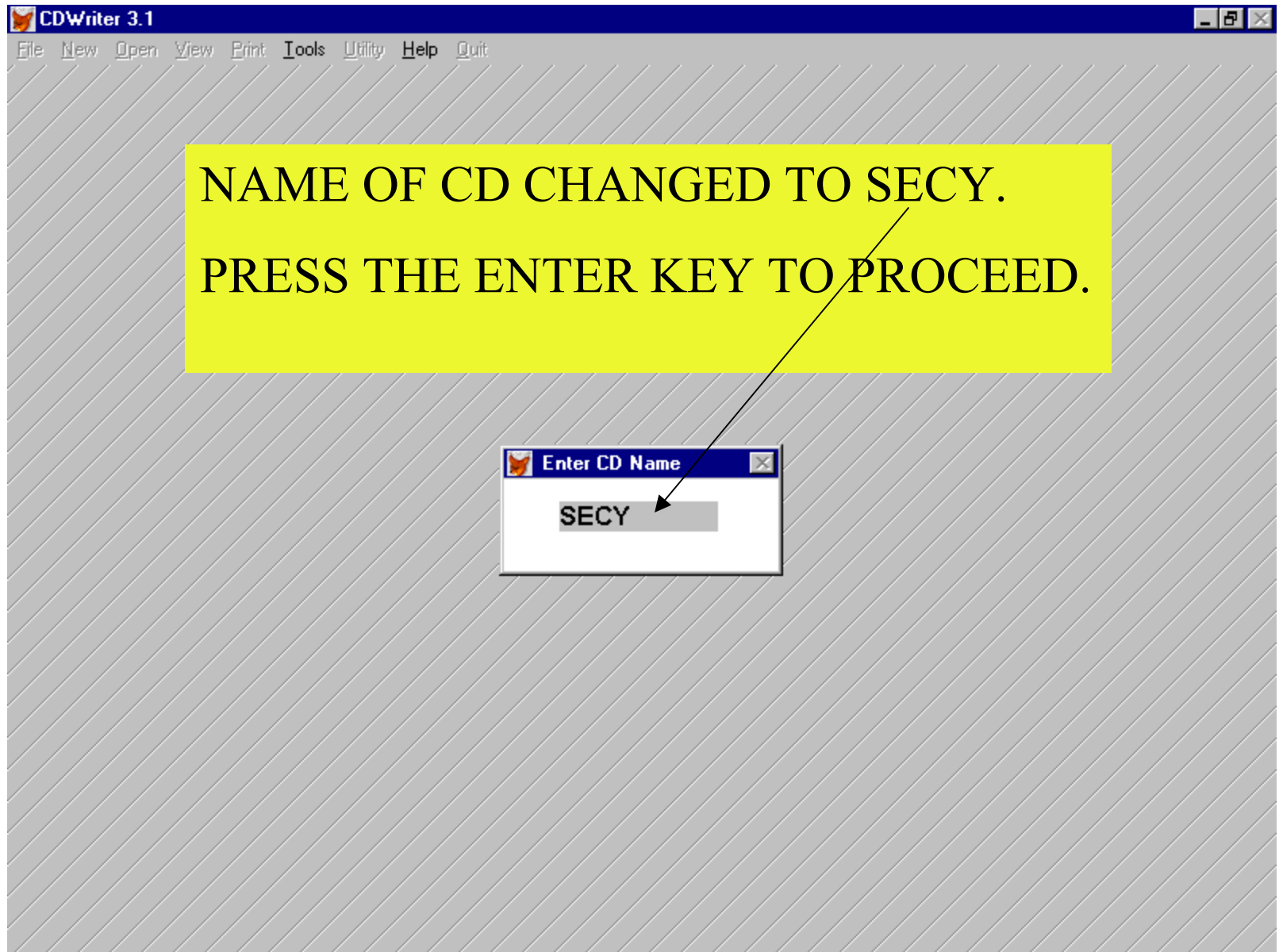
The employee is a secretary, performing a variety of clerical and administrative duties supporting the work of the organization. The secretary serves as the principal clerk of the office, assisting one or more individuals.

GRADE LEVELS: This occupational menu describes duties at the GS-5, 6, 7, and 8 levels. The GS-5 level is developmental; it reflects closer supervision since the secretary is learning to perform the higher level duties with relative independence.

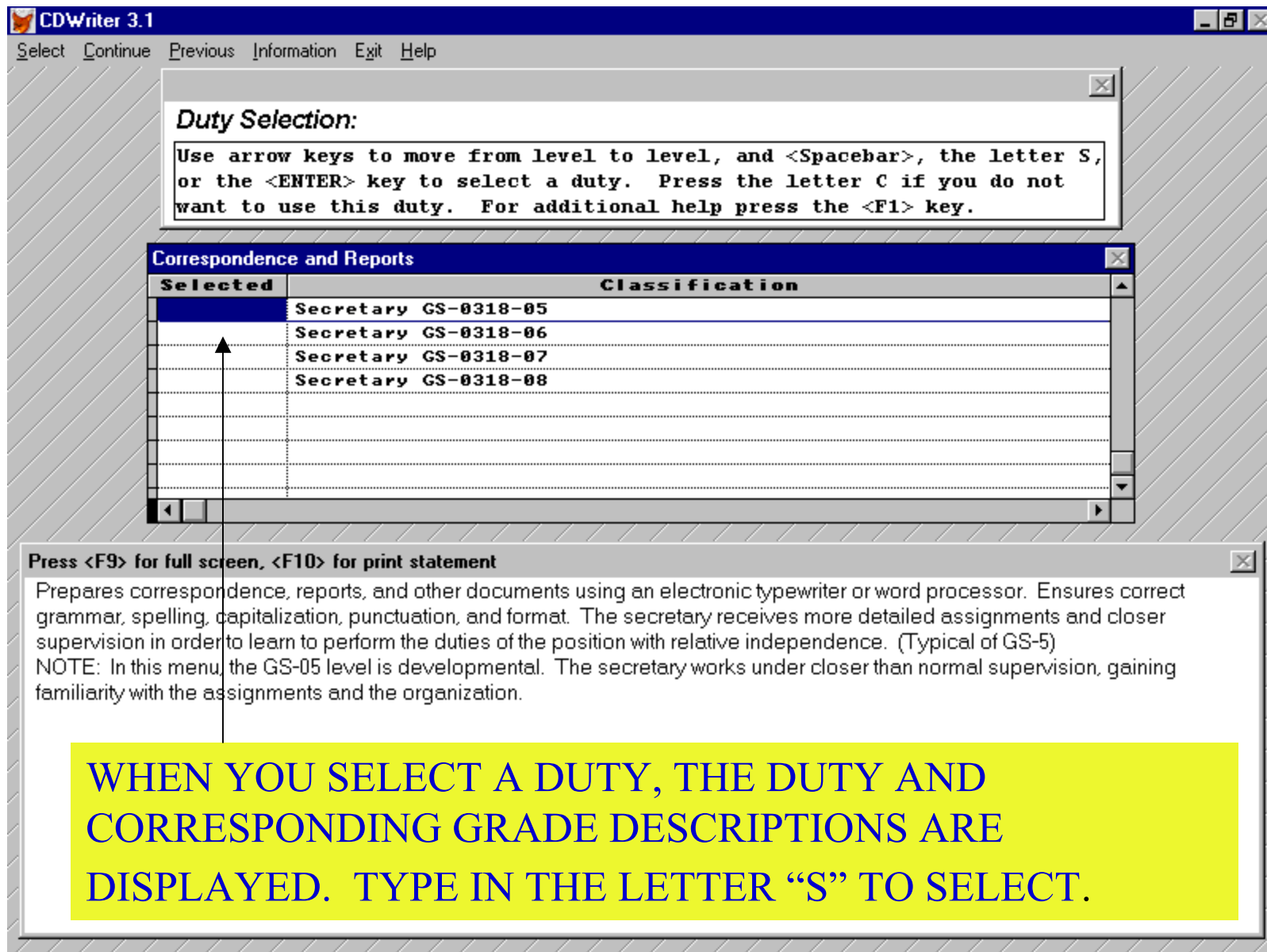
Press <Tab> for Menu:

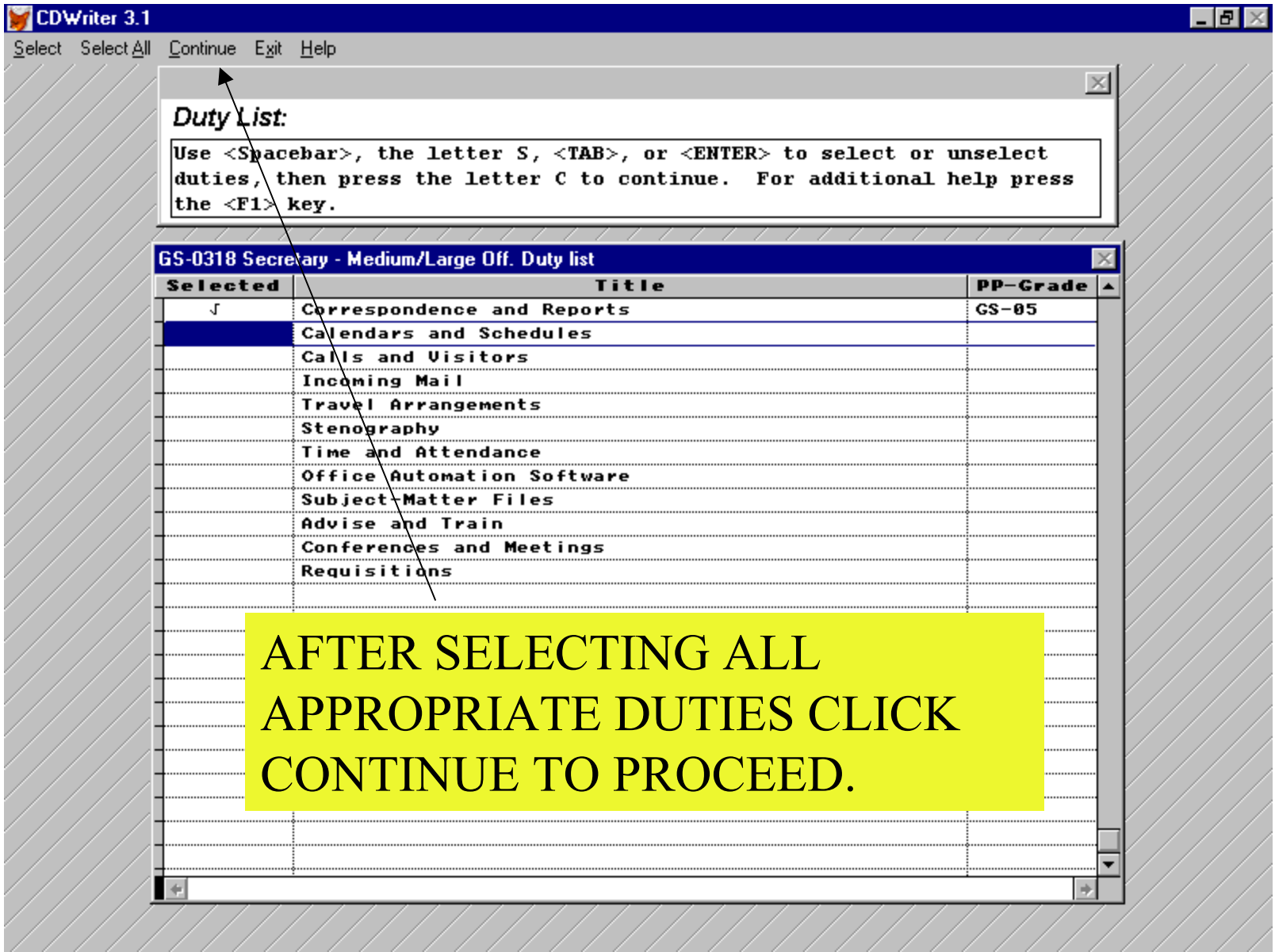
PRESS CONTINUE.

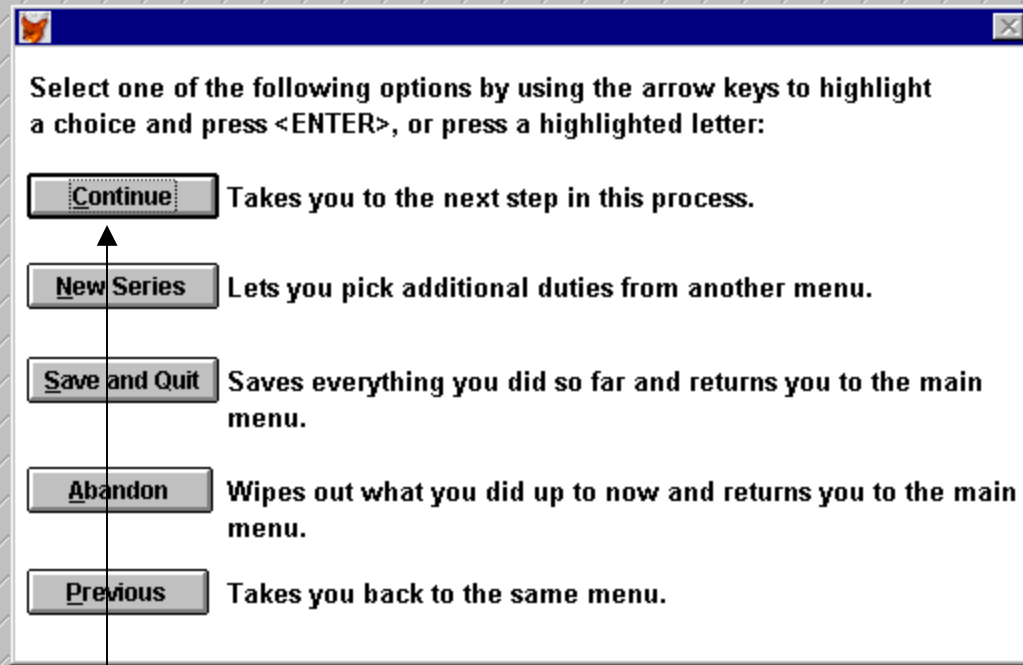




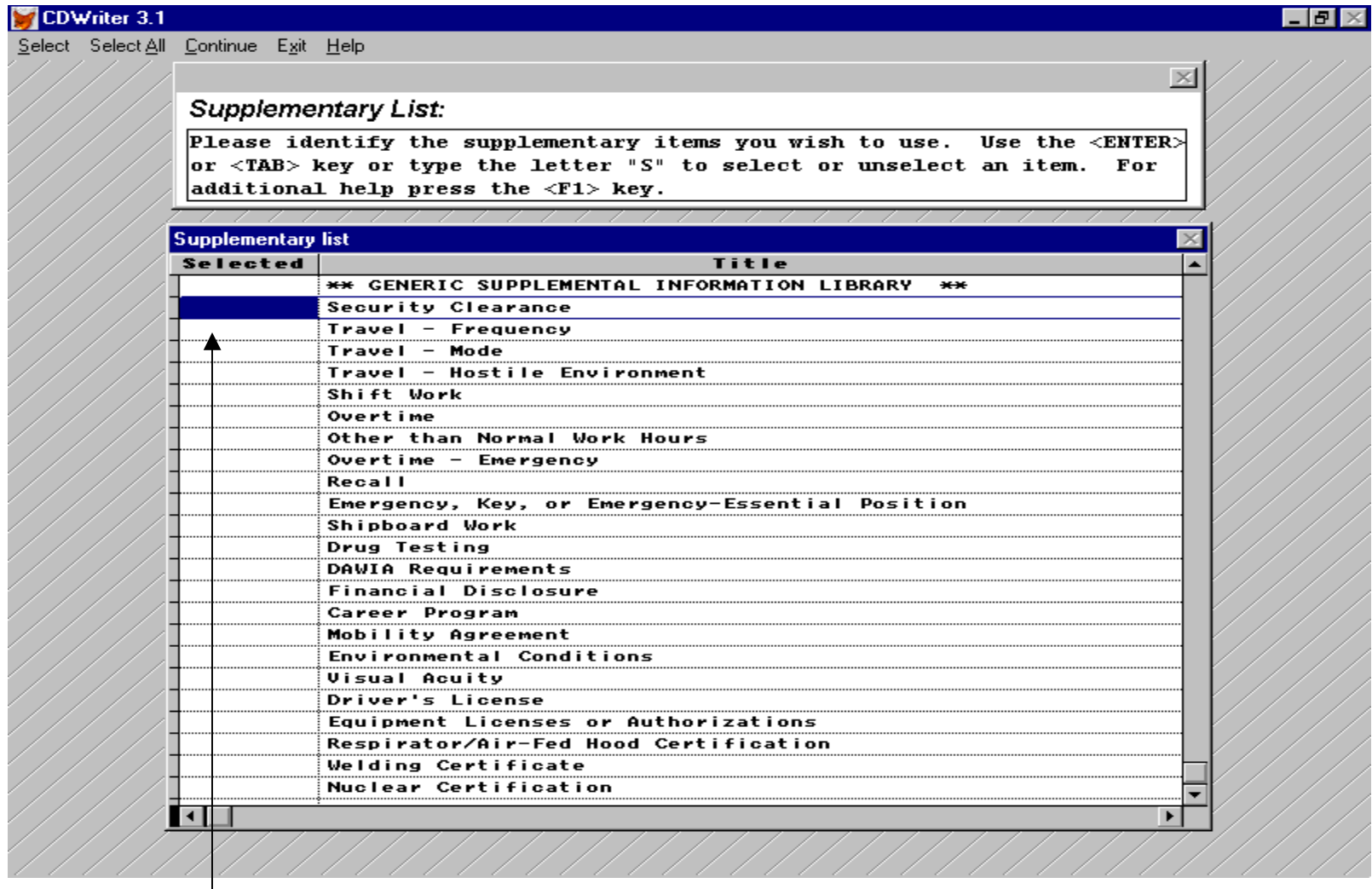




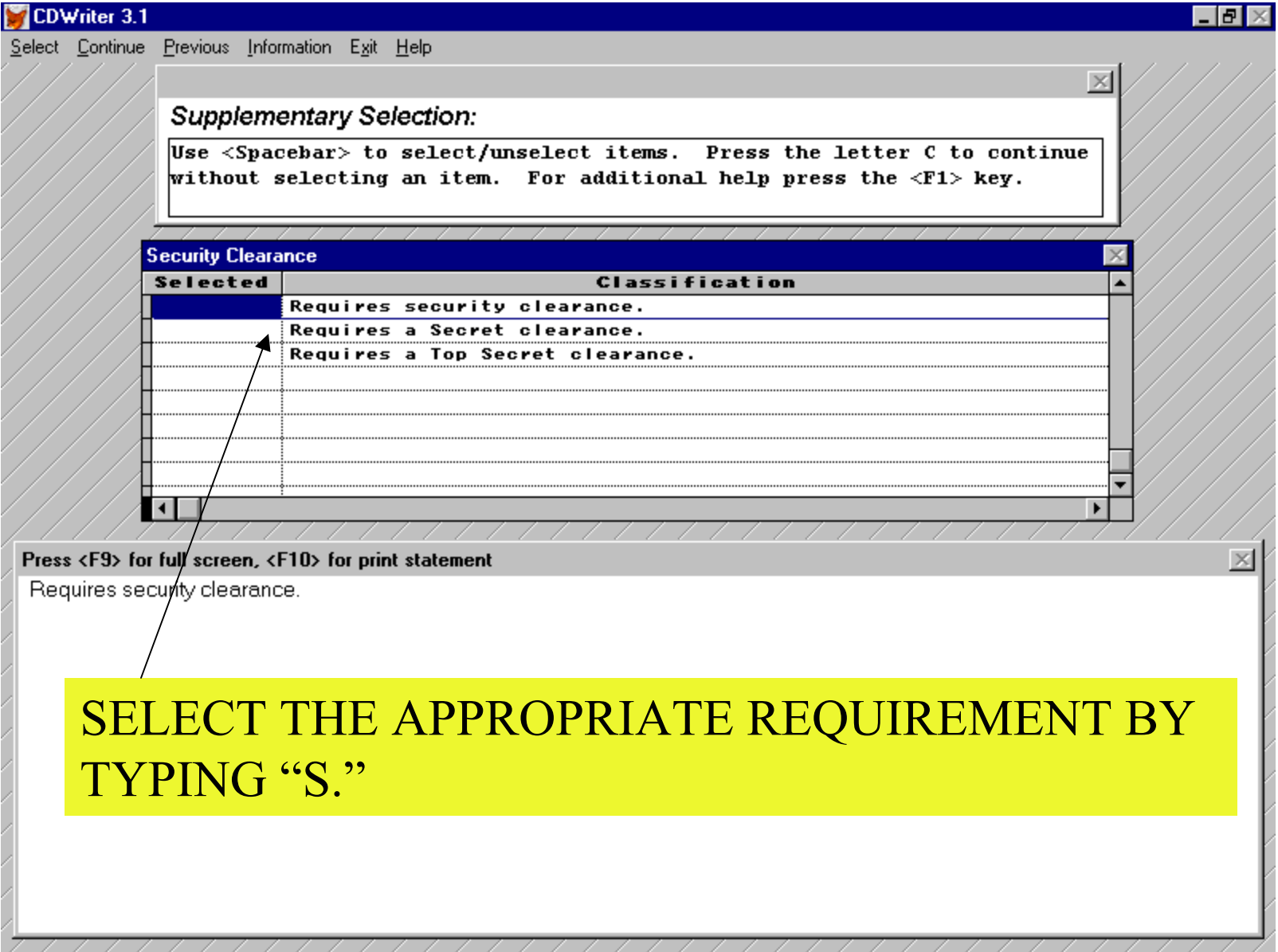


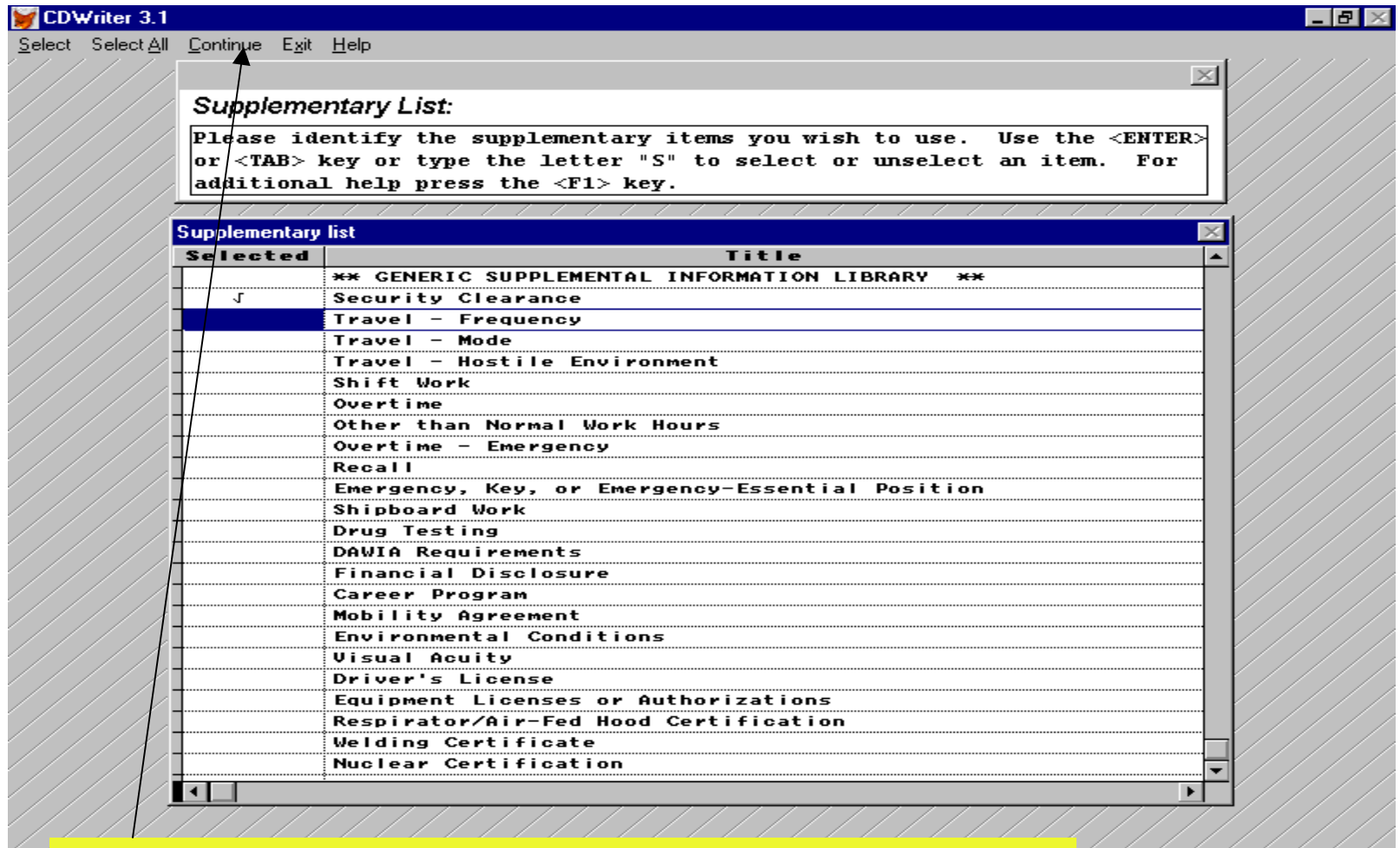


CLICK CONTINUE TO PROCEED.

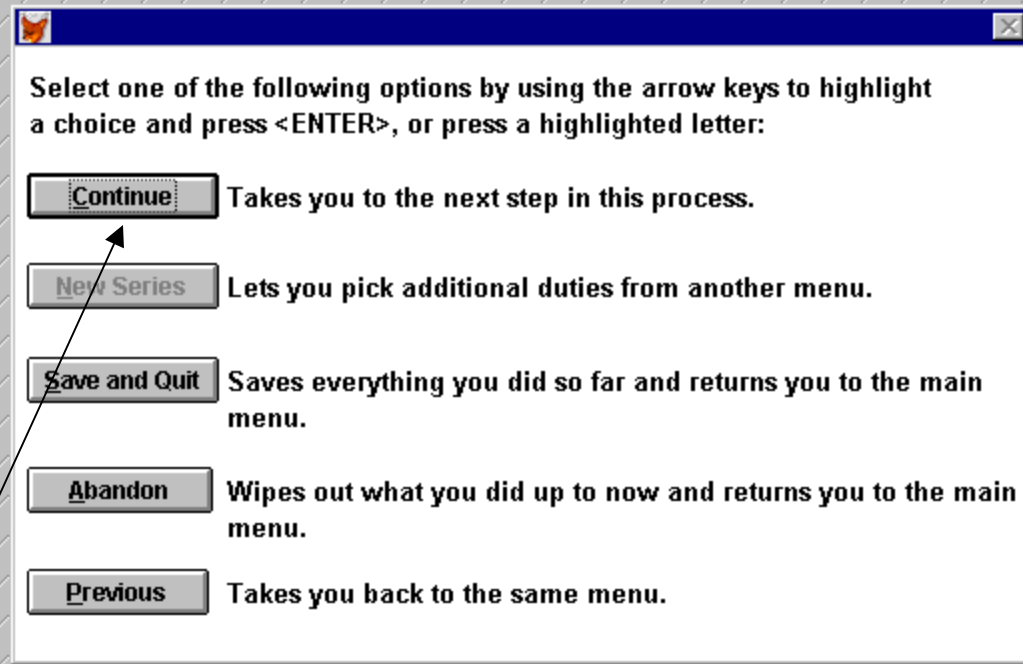


SELECT POSITION REQUIREMENTS BY TYPING "S." WHEN SELECTED, THE DETAILED SUPPLEMENTARY SCREEN IS DISPLAYED.





CLICK CONTINUE TO PROCEED.



CLICK CONTINUE TO PROCEED.

Percentages of Time | Critical/Noncritical

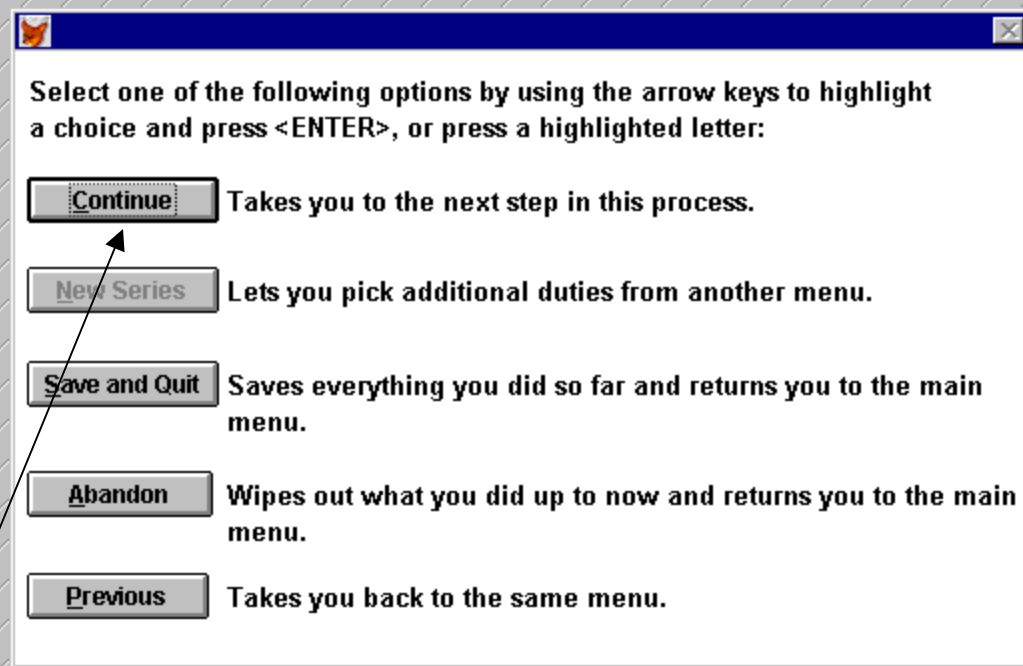
A duty not credited at least 25% can't, by itself, be grade controlling.

[illegible]

COREDOC AUTOMATICALLY ASSIGNS PERCENTAGES TO EACH DUTY. CLICK CONTINUE TO PROCEED. FOR MULTIPLE DUTIES, PERCENTAGES MAY BE EDITED BY TYPING OVER THE NUMBER IN THE PERCENT COLUMN.

Total Percentage: 100%

Enter Numbers. Use Arrow Keys to back up.



CLICK CONTINUE.



COREDOC ASSIGNS A TITLE, PAYPLAN, SERIES AND GRADE BASED ON DUTIES PREVIOUSLY SELECTED.

A dialog box titled "CORE DOCUMENT (Title, Pay Plan, Series and Grade)" is shown. It contains several fields for user input. The "CD Number" field is labeled "CD Number:" and contains the text "SECT8". The "Official Title" field is labeled "Official Title:" and contains the text "Secretary (Office Automation)". The "Pay Plan" field is labeled "Pay Plan:" and contains the text "GS". The "Series" field is labeled "Series:" and contains the text "0318". The "Grade" field is labeled "Grade:" and contains the text "05". At the bottom left of the dialog box is an "Edit" button, and at the bottom right is a "Continue" button. An arrow points from the "Continue" button to the text "CLICK CONTINUE TO PROCEED." below the dialog box.

CORE DOCUMENT (Title, Pay Plan, Series and Grade)

CD Number: SECT8

Official Title: Secretary (Office Automation)

Pay Plan: GS

Series: 0318

Grade: 05

Edit Continue

CLICK CONTINUE TO PROCEED.

CDWriter 3.1

File New Open View Print Tools Utility Help Quit

THIS SCREEN IS OPTIONAL. CLICK EDIT TO
TYPE IN YOUR ORGANIZATIONAL GOALS OR
CLICK CONTINUE TO PROCEED.

CORE DOCUMENT (Goals and Purpose)

Organization:

Comments:

Organization Goals:

Purpose of Position:

The secretary serves as the principal office assistant, performing administrative and clerical duties in support of the work of a moderately complex organization, where there is a system of formal internal procedures and administrative controls. The secretary must exercise continuous attention to the coordination among internal or external work units.

THIS SCREEN IS OPTIONAL, CLICK EDIT TO TYPE SPECIFIC PERFORMANCE REQUIREMENTS (ELEMENTS) OR CLICK CONTINUE TO PROCEED.

Performance Screen

CD Number: SECT8 Title: Secretary (Office Automation)

Specific Performance Requirements:

Edit Delete Duties Continue



CDWriter 3.1

Edit Tools View Print Export Reports Utility Help Quit

CLICK HERE TO VIEW YOUR COMPLETED CD.

Select an option from the top menu to perform a desired option. Use arrow keys to move between menu choices. Press <ENTER> or the highlighted letter of item to select option. Press <F1> for more detailed help.

View Current CD



Print Current CD



Edit Duties



Edit Knowledges



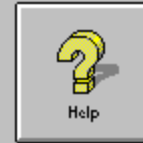
Edit Other Factors



Edit Competencies



Help on Edit CD



Export Current CD



Exit Current CD



CD Number: SECT8

Organization:

Comments:

Official Title:

Secretary (Office Automation)

Pay Plan: GS Series: 0318 Grade: 05

YOUR COMPLETED CORE DOCUMENT. HIT THE ESCAPE KEY TO RETURN TO THE MAIN MENU OR PROCEED TO THE NEXT SLIDE FOR INSTRUCTIONS ON HOW TO PASTE YOUR CD INTO A WORD DOCUMENT.

Position:

Secretary (Office Automation), GS-0318-05

Purpose of position:

The secretary serves as the principal office assistant, performing administrative and clerical duties in support of the work of a moderately complex organization, where there is a system of formal internal procedures and administrative controls. The secretary must exercise continuous attention to the coordination among internal or external work units.

Organization:

Organization goals:

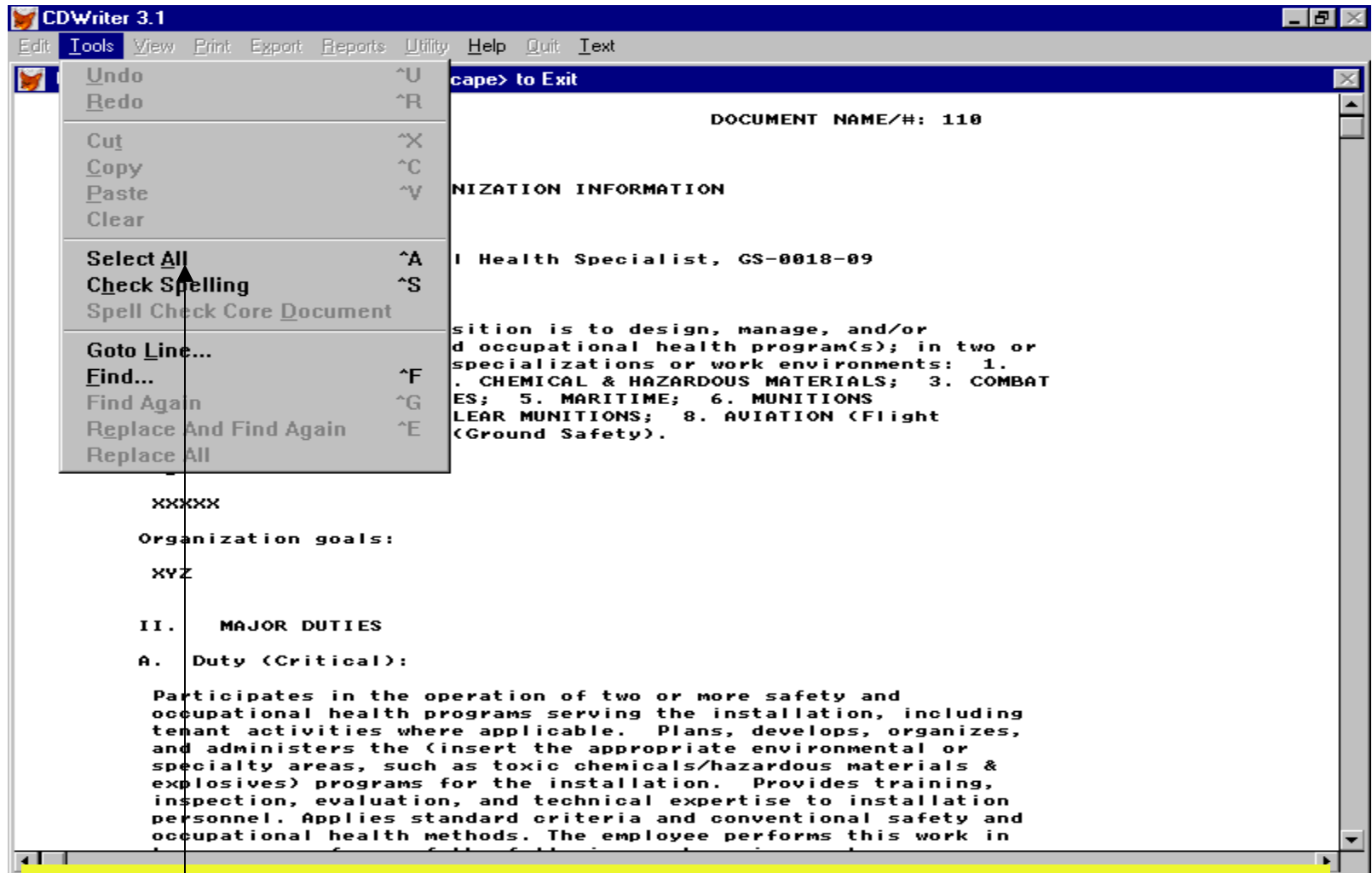
II. MAJOR DUTIES

B. Duty (Critical):

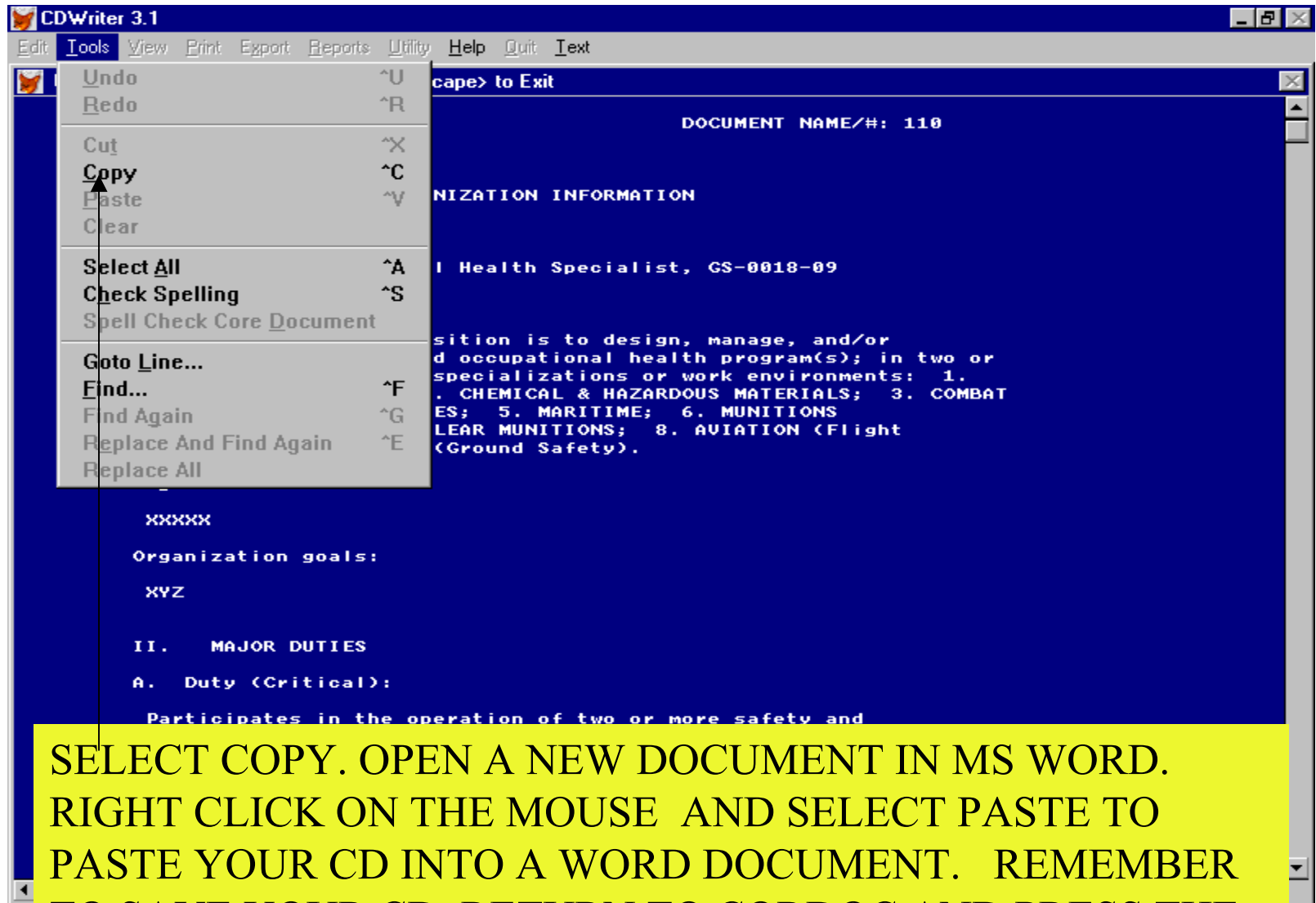
Prepares correspondence, reports and other documents. May review work prepared by other clerical staff.
(100%)

Tasks:

1. Accurately types correspondence, reports or similar materials from handwritten or electronic drafts using an electronic typewriter or word processor.



TO CUT AND PASTE INTO A WORD DOCUMENT
SELECT "SELECT ALL" UNDER THE TOOLS
MENU.



SELECT COPY. OPEN A NEW DOCUMENT IN MS WORD. RIGHT CLICK ON THE MOUSE AND SELECT PASTE TO PASTE YOUR CD INTO A WORD DOCUMENT. REMEMBER TO SAVE YOUR CD. RETURN TO CORDOC AND PRESS THE ESCAPE KEY TO EXIT AND RETURN TO THE MAIN MENU.

PRESS THE ESCAPE KEY TO RETURN TO THE
MAIN MENU.

Use <Pgup> & <Pgdn> keys to scroll <Escape> to Exit

COREDOC DOCUMENT NAME/#: SECY10

I. POSITION AND ORGANIZATION INFORMATION

Position:

Secretary (Office Automation), GS-0318-05

Purpose of position:

The secretary serves as the principal office assistant, performing administrative and clerical duties in support of the work of a moderately complex organization, where there is a system of formal internal procedures and administrative controls. The secretary must exercise continuous attention to the coordination among internal or external work units.

Organization:

Organization goals:

II. MAJOR DUTIES

B. Duty (Critical):

Prepares correspondence, reports and other documents. May review work prepared by other clerical staff.
(100%)

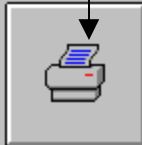
Tasks:

1. Accurately types correspondence, reports or similar materials from handwritten or electronic drafts using an electronic typewriter or word processor.

CLICK HERE TO PRINT YOUR PD.

EDIT MENU

Select an option from the top menu to perform a desired option. Use arrow keys to move between menu choices. Press <ENTER> or the highlighted letter of item to select option. Press <F1> for more detailed help.

View Current CD**Print Current CD**

CD Number: SECT8

Organization:

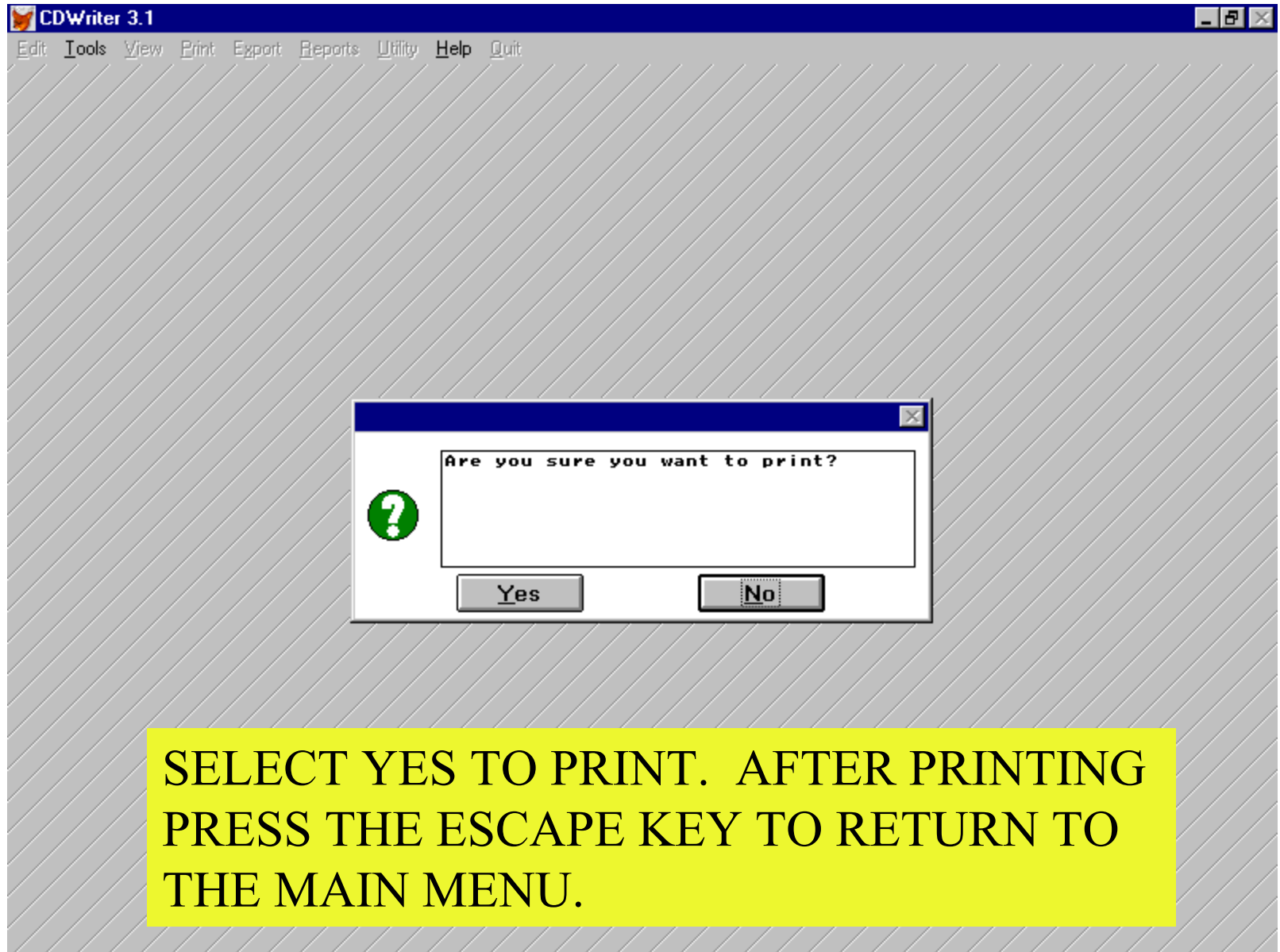
Comments:

Official Title:

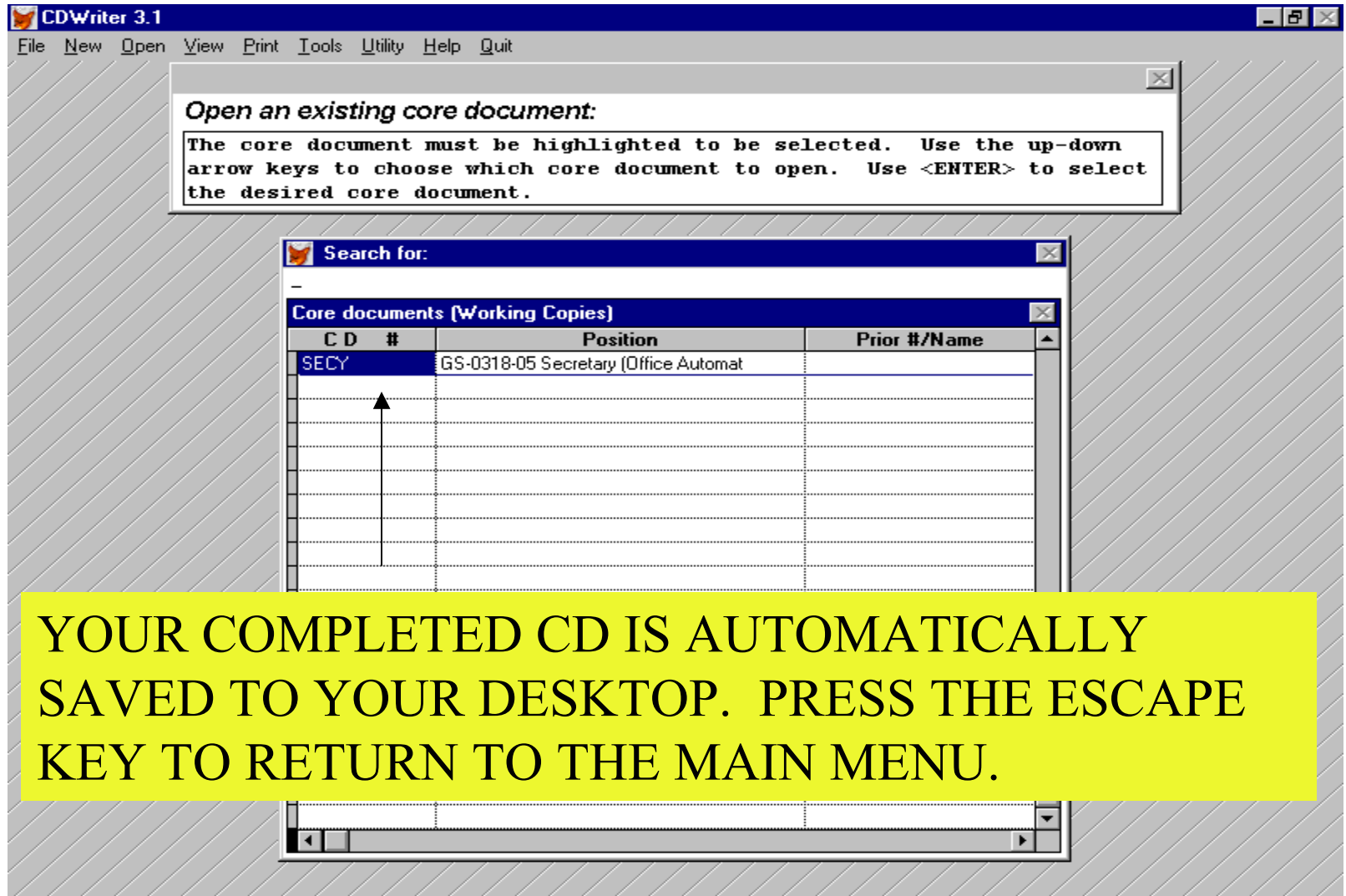
Secretary (Office Automation)

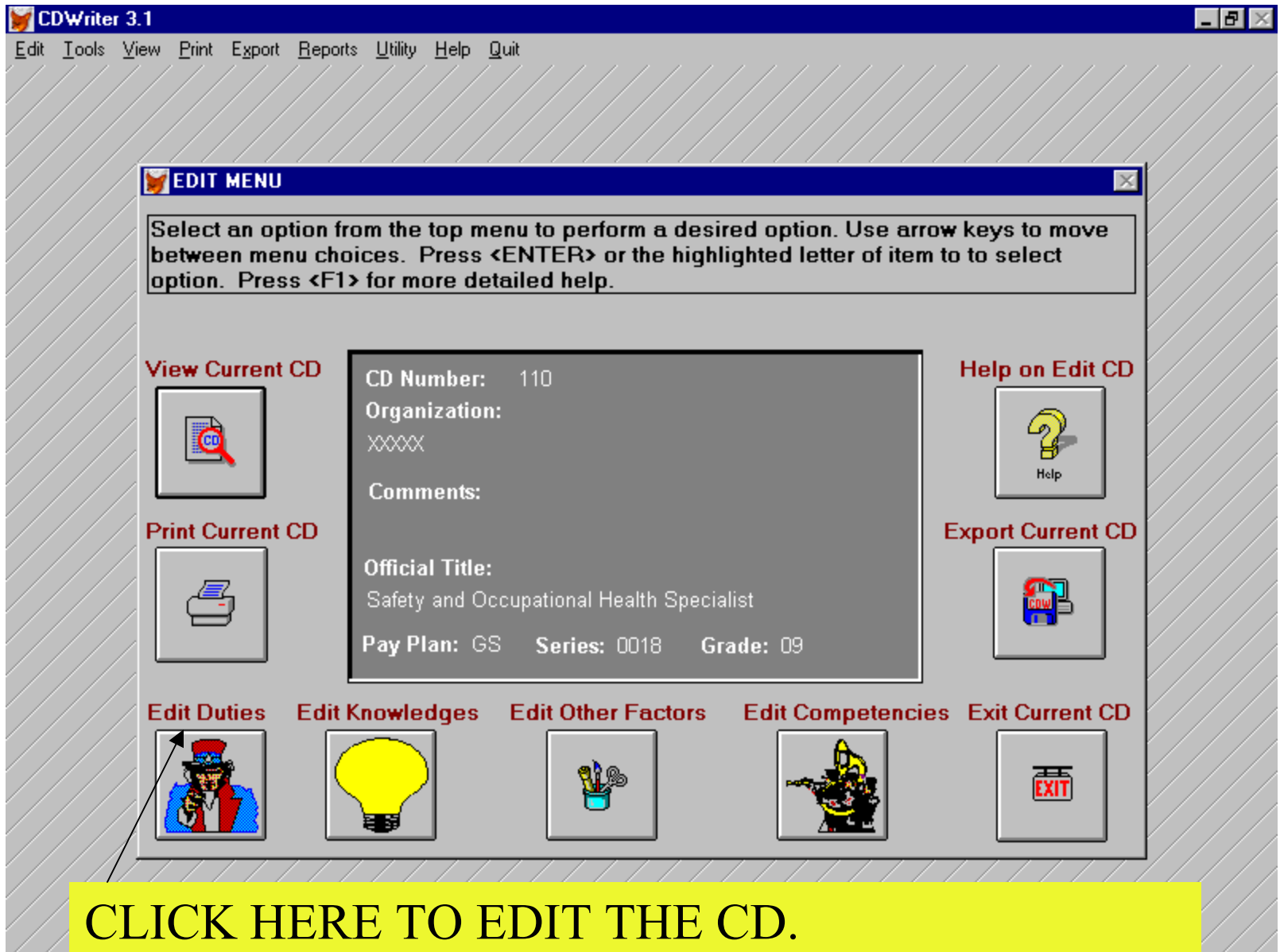
Pay Plan: GS Series: 0318 Grade: 05

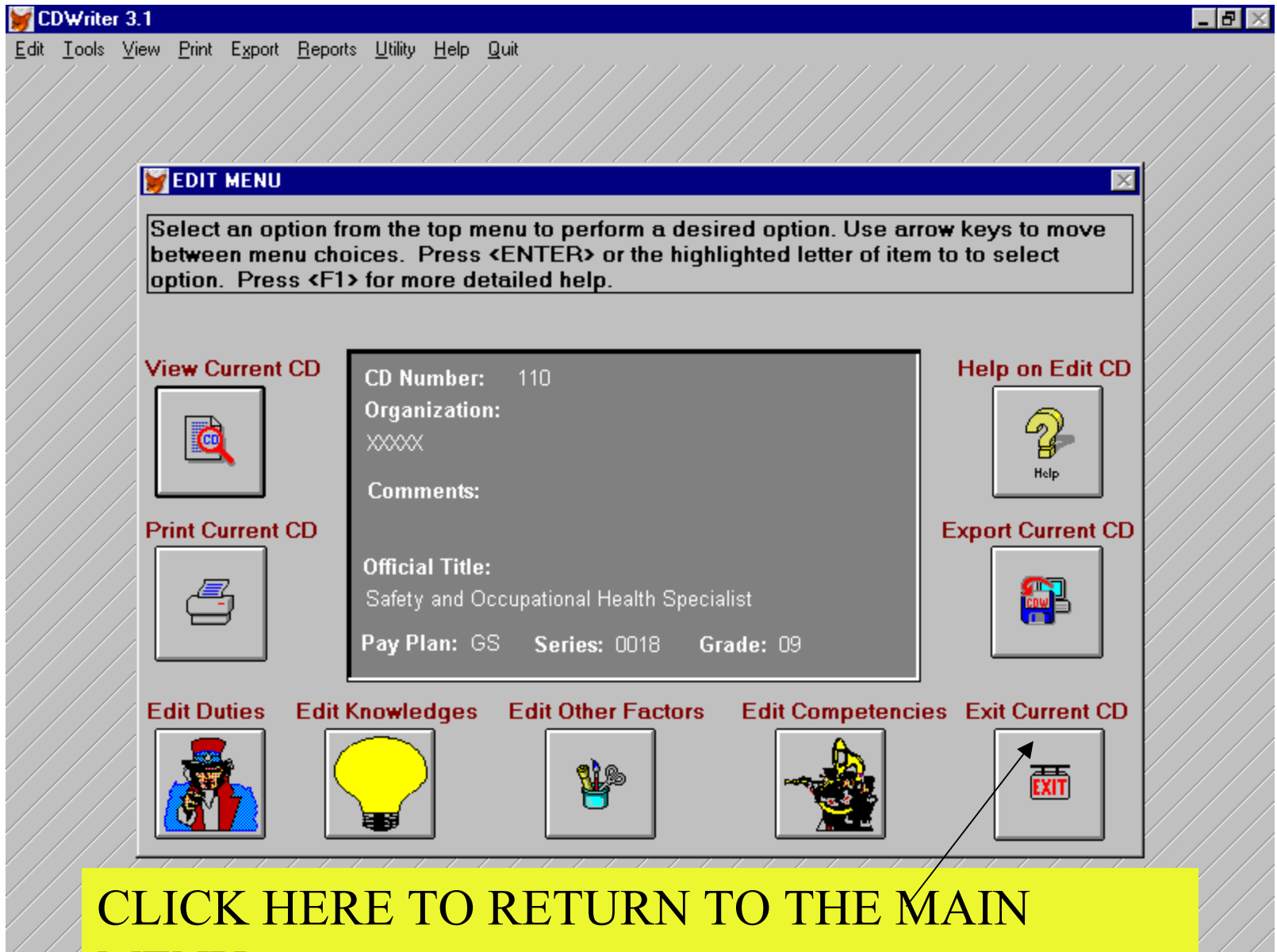
Help on Edit CD**Export Current CD****Edit Duties****Edit Knowledges****Edit Other Factors****Edit Competencies****Exit Current CD**

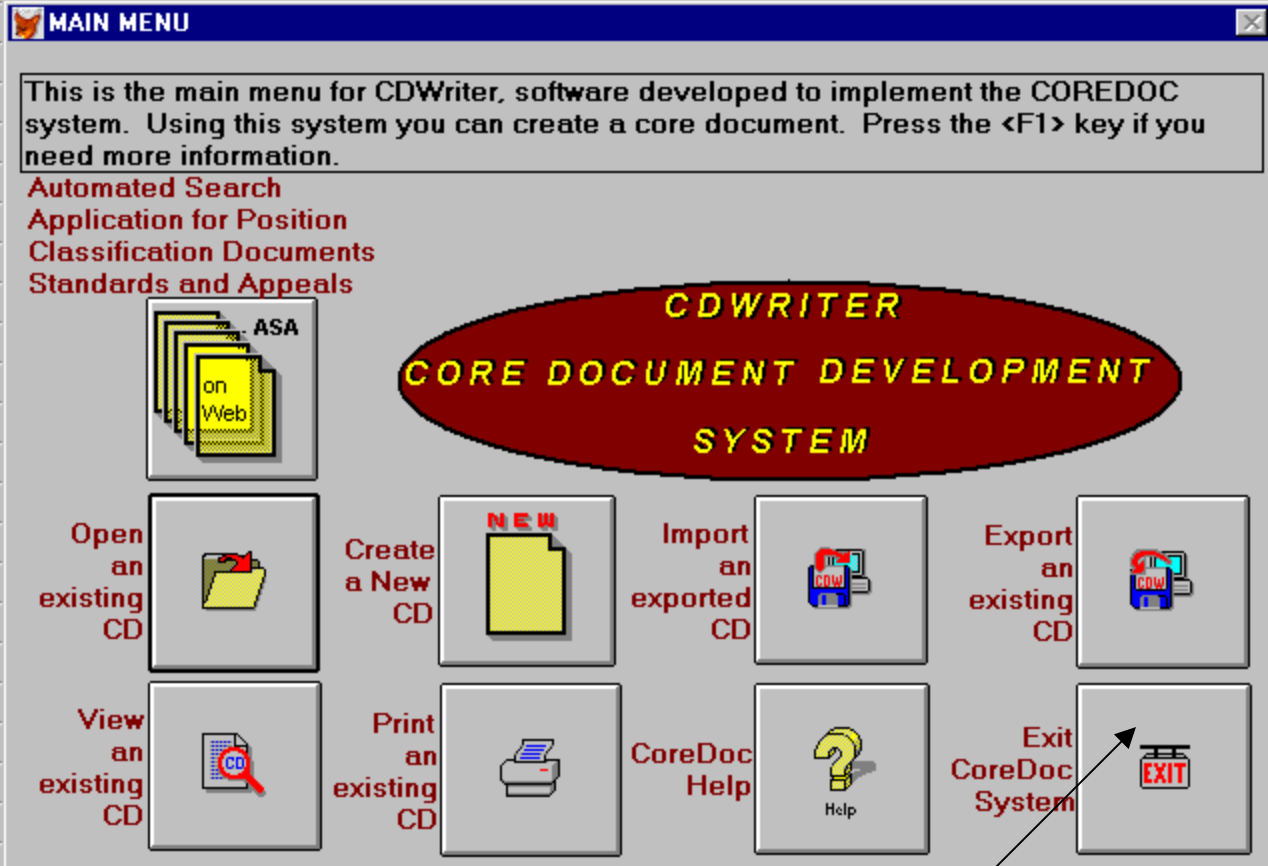


**SELECT YES TO PRINT. AFTER PRINTING
PRESS THE ESCAPE KEY TO RETURN TO
THE MAIN MENU.**









CLICK HERE TO EXIT COREDOC.